

PERSONNEL/STUDENT AFFAIRS COMMITTEE

AGENDA

March 18, 1999, 1:00 pm
Boise State University, SUB - Bishop Barnwell Room
Boise, Idaho

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1.	COMMITTEE ACTION: Minutes of January, 1999 Meeting	1
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1. **COMMITTEE ACTION:** Minutes of the January, 1999 Meeting

It was moved by _____, seconded by _____ and carried to approve as written the Personnel/Student Affairs Committee Minutes for January, 1999.

PERSONNEL/STUDENT AFFAIRS COMMITTEE

DRAFT

Unapproved Minutes

January 25, 1999
Boise State University
Boise, Idaho

Board Members: Dr. Marilyn Howard (chair)
Dr. Tom Dillon
Mr. Tom Boyd

1. October and November Minutes were approved by consensus.
2. Routine Institution/Agency Agenda Items

Routine agendas were submitted for the Office of the State Board of Education, Idaho Public Television, the Idaho School for the Deaf and the Blind, Boise State University, Eastern Idaho Technical College, Idaho State University, Lewis-Clark State College and the University of Idaho.

Dr. Dillon said he had reviewed the routine agenda items and did not have any questions.

Dr. Ruch referred the committee to Page 26 of the agenda and advised that the head volleyball coach's contract is multi-year. He further advised that the head coach and an assistant coach were related, but an acceptable supervisory relationship has been worked out and approved by legal counsel.

3. Non-Routine Institution/Agency Items

Non-Routine agendas were submitted for Boise State University, Idaho State University, Lewis-Clark State College and the University of Idaho. Among the Non-routine items discussed were:

Boise State University

Item 2.8 Reappointment - Dirk Koetter, Head Football Coach

Dr. Charles Ruch reviewed portions of the contract and said he recommended approval of a multi-year contract for the following reasons:

- 1) To assure BSU had recruited and would retain a coach who was committed to excellence on the field, in the classroom and in the community.

- 2) To stabilize the football program's leadership.
- 3) To provide a competitive benefit package that was within the budget.

Dr. Dillon asked Dr. Ruch whether the liquidated damages clause would cover the cost of replacing a coach. Dr. Ruch said the head coach could be replaced for \$10,000 but the cost of replacing several assistant coaches would exceed that amount.

Idaho State University

Item 2.8 Appointment - John Larry Lewis, Head Football Coach

Dr. Richard Bowen said they had, with Board approval, negotiated a three-year contract for Mr. Lewis.

Other

1. Dr. Dillon asked the presidents to get together to see if there would be a benefit to having a common contract for athletic coaches. He asked that their recommendation be brought the committee for presentation to the full Board.
2. Dr. Dillon said that while not explicitly stated, he assumed that all yearly increases in multi-year contracts would come to the Board. The presidents assured him that they would be brought to the Board.

Lewis-Clark State College

LCSC submitted a request to join the Frontier Athletic Conference beginning with the 1999-2000 academic year. Dr. James Hottois reviewed the reasons for the request.

Dr. Dillon asked if there would be increased costs to the state. Dr. Hottois said the change is a sound move for the athletic program, and there should not be a cost increase.

4. Final Reading: Executive Council Changes

No comments/changes to First Reading.

5. Final Reading: EITC Reporting

No comments/changes to First Reading.

6. FORUM

Presidents: No items were brought forth.

Agency Heads:

Mr. Mike Rush reported that the new federal legislation on Perkins Loans requires the development of a new five-year state plan. There will not be a phase-in period and with a start date of July 1, 1999 it will be difficult to develop the plan in the time allotted. He said a public hearing is scheduled for March, with the five-year plan to be brought to the Board for Final Reading in April, unless two readings are required. In which case, the plan will be brought to the Board in March for a First Reading. Additionally, the distribution formula has changed, i.e. set-aside money has been moved to the general account.

Faculty Presidents:

Dr. Linda Petlichkoff, BSU, expressed her support of the athletic contract for Mr. Dirk Koetter.

Student Body Presidents:

Mr. Mike Willits, ASISU, updated the committee on the following activities:

1. A student Ombudsman position is being developed.
2. A student-run Activation and Retention Committee has been formed to work with freshmen to keep them from dropping out of school.

2. **BOARD ACTION:** Routine Institution/Agency Agenda Items

It was moved by _____, **seconded by** _____, **and carried** to approve the Personnel/Student Affairs Committee Routine agenda items for:

Office of the State Board of Education	6
Idaho Public Television	7
Idaho School for the Deaf and the Blind	10
Idaho Division of Vocational Rehabilitation	12
Boise State University	14
Idaho State University	20
Lewis-Clark State College	24
University of Idaho	28

2.6 Request for New Position

2.61 Administrative

Teacher Policy Coordinator

Type: Exempt
FTE/Term: 1.0/12 months (3-year grant)
Annual Salary: \$45,000-\$50,000
Effective Date: March 1999 (Pending Legislative Approval)
Dept/Funding: Office of the State Board of Education, What Matters Most Initiative/J. A. and Kathryn Albertson Foundation Grant
Duties/Responsibilities: Assist the SBOE in formulating and enacting policy measures designed to enhance or reform the preparation, recruitment, retention and professional development of teachers in Idaho K-12 classrooms.

Administrative/Business Support Specialist

Type: Exempt
FTE/Term: 1.0/12 months (3-year grant)
Annual Salary: \$30,264
Effective Date: March 1999 (Pending Legislative Approval)
Dept/Funding: Office of the State Board of Education, What Matters Most Initiative/J. A. and Kathryn Albertson Foundation Grant
Duties/Responsibilities: Provide grant management and administrative support to the Teacher Policy Coordinator for the What Matters Most Initiative

**PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA**

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2.9 Items Not Covered in Other Sections

To: State Board of Education
Fr: Peter W. Morrill, General Manager
Dt: 2/22/99
Re: System Report

Idaho PTV's Annual Fund Drive, February 27-March 14, Page 2

Legislature Passes Idaho PTV's Supplemental Requests, Page 2

Idaho PTV Partners With The BBC On Closed Captioning, Page 3

Idaho PTV Is One Of Six Stations Chosen For DTV Business Planning Grant, Page 3

IPTV Page 2

IDAHO PTV's ANNUAL FUND DRIVE, FEBRUARY 27-MARCH 14

Fly with the eagles during the opening weekend of FESTIVAL '99 that begins February 27 and includes world travel, concerts, family specials and Idaho's spectacular scenery.

"FESTIVAL '99 is a celebration of public television's excellence. The 16 day campaign is an opportunity to showcase the vitality and thoughtfulness of the programming that Idaho Public Television offers viewers throughout the entire year," says IdahoPTV's Director of Marketing Nancy Viano.

"FESTIVAL is the largest single component of Idaho Public Television's annual fund raising campaign. It is also the most visible effort to attract new members," says Viano.

More than 50 percent of IdahoPTV's annual operating revenue comes from public contributions with a major portion from member contributions.

The goal for FESTIVAL '99 is \$810,000, which includes dollars pledged on-air and contributed through the mail. This is a critical component for achieving our overall revenue goal for Fiscal Year 1999.

LEGISLATURE PASSES IDAHO PTV'S SUPPLEMENTAL REQUESTS

Last week, Governor Kempthorne signed into law two SBOE recommended FY '99 supplemental budget request bills which directly affect Idaho PTV.

HB 64 funds two previously federal funded positions with General Fund dollars. These two positions, a planner and engineer, will begin the extensive planning required for Idaho Public Television's mandated conversion to digital television.

SB 1026 provides funding for an F.C.C. mandated re-channelization of nine Idaho Public Television translators from channels 60-69 to new channels in the channels 2-59 range and a rent increase on IPTV's Boise facility.

In related news, last Friday, the Joint Finance and Appropriations Committee passed 18-0 Governor Kempthorne's recommended budget request for Idaho Public Television. The budget now goes on to the House and Senate for action.

IPTV Page 3

IDAHO PTV PARTNERS WITH THE BBC ON CLOSED CAPTIONING

Idaho Public Television has partnered with the British Broadcasting Company (B.B.C.) to provide close captioning services and viewer ratings symbols to 205 programs which are distributed to public television stations nationwide.

In recent years, the F.C.C. has mandated that program providers increase the number of programs closed captioned and viewer rated.

Idaho Public Television has captioned all of our locally produced non-real time programs since 1991 and has an extensive experience in the captioning process.

The program series include ARE YOU BEING SERVED, KEEPING UP APPEARANCES, WAITING FOR GOD and AS TIME GOES BY.

The project is expected to take five months.

IDAHO PTV IS ONE OF SIX STATIONS CHOSEN FOR DTV BUSINESS PLANNING GRANT

On Friday, February 11, Idaho Public Television was chosen to be one of six station to participate in a digital television business planning initiative by America's Public Television Stations (A.P.T.S.), in a grant provided by the Corporation for Public Broadcasting (C.P.B.).

Idaho PTV will join WTTW-Chicago; KLRU, Austin; WSPX, University Park PA; Maryland PTV; and WTVP, Peoria.

Over the next year, Idaho Public Television will participate in developing business plan models for the F.C.C. mandated conversion to digital television.

In early March, the participating stations will meet with A.P.T.S. and C.P.B. to learn more about the time table and specific goals of the digital television business planning grant.

A detailed update will be forth coming in this column.

**PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA**

2.9 Items Not Covered in Other Sections

2.91 ISDB requests Board approval of the 1999-2000 Proposed Holiday Schedule

**PROPOSED HOLIDAY SCHEDULE FOR 1999/2000
IDAHO SCHOOL FOR THE DEAF AND THE BLIND**

The Idaho School for the Deaf and the Blind requests approval of the State Board of Education for the closure of the school offices in observance of the following holidays:

July 5, 1999, Monday	Independence Day
September 6, 1999, Monday	Labor Day
November 25, 1999, Thursday	Thanksgiving Day
November 26, 1999, Friday	Compensatory Day *
December 23, 1999, Thursday	Compensatory Day *
December 24, 1999, Friday	Christmas Day
December 30, 1999, Thursday	Compensatory Day *
December 31, 1999, Friday	New Year's Day
February 21, 2000, Monday	President's Day
May 29, 2000, Monday	Memorial Day

*Classes will be held and offices will be open on Columbus Day, October 11, and Veterans' Day, November 11, 1999. Substitute days will be designated (November 26, December 23, December 30, 1999) whereby classes will not be held and offices will be closed. Classified employees who are eligible to earn compensatory time at the 1-1/2 time rate will receive the three substitute days in lieu of working the two regularly designated holidays. Exempt employees and classified employees whose positions are administrative, executive, or professional will receive two days off in lieu of the two regularly designated holidays. Since ISDB will be closed on the three substitute days, it will be necessary for this group of employees to identify one of the three days as annual leave. Holidays for faculty will continue to correspond with the student holidays.

In addition to the above, classes will be held and offices will be open on Martin Luther King Day, January 17, 2000. Compensatory time will be earned according to Idaho Personnel Commission policies.

2.92 ISDB requests Board approval of the attached Resolution to Participate in the Vocational Education Cooperative of Southern Idaho (VECSI).

**RESOLUTION TO PARTICIPATE IN THE
VOCATIONAL EDUCATION COOPERATIVE OF SOUTHERN IDAHO**

WHEREAS, the Board of Education of Idaho School for the Deaf and the Blind School District Number 596 is concerned with providing vocational education for students in the ISDB School District and

WHEREAS, cooperation with neighboring districts will result in the greater efficiency in providing a variety of vocational programs.

THEREFORE, BE IT RESOLVED; that the Board of Education of ISDB School District desires to participate in the Vocational Education Cooperative of Southern Idaho (VECSI) as permitted by the Idaho State Plan for Vocational Education.

BE IT FURTHER RESOLVED, that ISDB School District participates as a member of the Vocational Education Cooperative of Southern Idaho funded by State Vocational Education funds and by member school districts for a period of one year. The governance of the Cooperative will be based on the cooperative agreement for the Vocational Education Cooperative of Southern Idaho.

The above motion was approved at a meeting of the Board of Trustees of Idaho School for the Deaf and the Blind on _____(date)

SIGNED: _____
Board Chairperson

PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA**2.1 Appointment****2.13 Other**

Rebecca Berrett - Rehabilitation Counselor

FTE/Term: 1.0/12 Months
Proposed Annual Salary: \$28,121.60
Effective Date: November 17, 1998
Funding: General/Federal
Rationale: Replacement

Ruth Gott - Rehabilitation Counselor

FTE/Term: 1.0/12 Months
Proposed Annual Salary: \$27,560.00
Effective Date: January 19, 1999
Funding: General/Federal
Rationale: Replacement

Patricia Burke - Rehabilitation Counselor

FTE/Term: 1.0/12 Months
Proposed Annual Salary: \$27,560.00
Effective Date: March 15, 1999
Funding: General/Federal
Rationale: Replacement

2.3 Changes in Salary, Rank, Title or Duties

Sue Payne - Promotion from Regional Manager to Chief, Bureau of Field Services

FTE/Term: 1.0/12 Months
Proposed Annual Salary: \$55,993.60
Current Annual Salary: \$53,193.92
Amount and Percent: +\$2,799.68/+5%
Effective Date: January 24, 1999
Funding: General/Federal
Rationale: Promotion

Sue Nelson - Promotion from Asst. Regional Manager to Regional Manager

FTE/Term:	1.0/12 Months
Proposed Annual Salary:	\$41,059.20
Current Annual Salary:	\$39,006.24
Amount and Percent:	+\$2,052.96/+5%
Effective Date:	January 24, 1999
Funding:	General/Federal
Rationale:	Promotion

2.5 Resignation/Termination/Retirement

Pamela Rodriguez - Rehabilitation Counselor

FTE/Term:	1.0/12 Months
Effective Date:	February 26, 1999
Justification:	Termination (Probationary Period)

**PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA**

2.1 Appointments

2.11 Administrative

James Todd Andrus – Supply and Computer Buyer

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$30,264

Effective Date: February 7, 1999

Department/Funding: Bookstore/Fiscal, Local Funds

Rod Edmiston – Director

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$52,500

Effective Date: January 6, 1999

Department/Funding: Select-a-Seat/Fiscal, Local Funds

Lyn Moore – Professional Accountant

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$32,000

Effective Date: February 2, 1999

Department/Funding: Administrative Accounting/Fiscal, Local Funds

Murahari “Rao” Raladugu – Developer Analyst

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$40,000

Effective Date: March 15, 1999

Department/Funding: Information Technology/Fiscal, Local Funds

Ruth E. Stewart – Human Performance/Workforce Specialist

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$42,000

Effective Date: January 12, 1999

Department/Funding: TechHelp/Fiscal, Grant Funds

Douglas R. Suddreth – Project Manager II

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$36,000

Effective Date: December 3, 1998

Department/Funding: Architecture & Engineering Services/Fiscal, Appropriated Funds

Adria Waters – Benefits Administrator

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$30,264
Effective Date: January 4, 1999
Department/Funding: Human Resources/Fiscal, Appropriated Funds

Kerri Whitehead – Technology Teacher

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$31,525
Effective Date: February 7, 1999
Department/Funding: College of Education/Fiscal, Grant Funds

2.14 Technical College

Christopher W. Miller – Program Head/Standard Instructor

FTE/Term: 1.0/9 month
Proposed Annual Salary: \$37,000
Effective Date: January 11, 1999
Department/Funding: Applied Technology/9 month, Vocational Funds

2.3 Reallocation of Position or Changes in Salary, Rank, Title, Duties or Status.

2.31 Administrative

Kathleen Anderson – Assistant to the President

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$36,000
Current Annual Salary: \$34,944
Amount & Percent: +\$1,056/3%
Effective Date: April 1, 1999
Department/Funds: President/Fiscal, Appropriated Funds
Justification: Declared exempt position from classified position

David Law-Smith – Developer Analyst, Group Leader

FTE/Term: 1.0/12 month
Proposed Annual Salary: \$53,040
Current Annual Salary: \$48,755
Amount & Percent: +\$4,285/8.8%
Effective Date: January 11, 1999
Department/Funds: Information Technology/Fiscal, Appropriated Funds
Justification: Promotion within Office of Information Technology area to group leader for Project Access.

BOISE STATE UNIVERSITY**MARCH 18-19, 1999**

Betty Pape – Management Systems Coordinator

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$33,500

Current Annual Salary: \$31,470

Amount & Percent: +\$2,030/6.5%

Effective Date: January 25, 1999

Department/Funds: Registrar's Office/Fiscal, Appropriated Funds

Justification: Promotion from a classified position to an exempt position within the Registrar's Office.

Michael J. Reed – Textbook Buyer

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$33,000

Current Annual Salary: \$30,992

Amount & Percent: \$2,008/6.5%

Effective Date: February 14, 1999

Department/Funds: Bookstore/Fiscal, Local Funds

Justification: Promotion within BSU Bookstore from Retail Operations Manager to Textbook Buyer.

Richard Ross – Physical Plant Planner/Estimator

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$30,264

Current Annual Salary: \$40,435

Amount & Percent: -\$10,171/-25%

Effective Date: January 31, 1999

Department/Funds: Physical Plant/Fiscal, Local Funds

Justification: Change of positions within the Physical Plant.

Diane Schooley – Associate Dean and Associate Professor

FTE/Term: 1.0/11 month

Proposed Annual Salary: \$84,690 (11 month position)

Current Annual Salary: \$66,019 (9 month position)

Amount & Percent: +\$3,273/5%

Effective Date: January 4, 1999

Department/Funds: College of Busn and Economics/11 months, Appropriated Funds

Justification: Promotion to 11-month Associate Dean, College of Business from 9-month Associate Professor of Finance.

2.6 Request for New Position**2.61 Administrative**

Title: Business Manager
Type: Professional
FTE/Term: 1.0/12 Months
Annual Salary: \$34,000 (plus benefits \$9,520)
Effective Date: 4/1/99
Department/Funding: Idaho Busn Economic Development Ctr TechHelp/Local Funds
Duties/Responsibilities: The TechHelp Business Manager will be responsible for the development and implementation of business systems that greatly influence the success of the TechHelp program. Position is located in the office of Idaho Small Business Development Center at BSU.

Title: Manager, Facilities Maintenance
Type: Professional
FTE/Term: 1.0/12 month
Annual Salary: \$32,926 (plus benefits \$9,219)
Effective Date: 4/1/99
Department/Funds: Physical Plant
Justification: Position restructured. Classified position PCN0116, Maintenance and Operations Supervisor, will be deleted. No change in total University FTE.

Title: Assistant to the President
Type: Professional
FTE/Term: 1.0/12 Months
Annual Salary: \$36,000 (plus benefits \$15,000)
Effective Date: 4/1/99
Department/Funding: President's Office/Appropriated Funds
Duties/Responsibilities: Establish new position. BSU's Declared Exempt position. Classified position PCN 0146, Management Assistant will be deleted and replaced with this position. No change in total University FTE.

Title: Accountant
Type: Professional
FTE/Term: 1.0/12 Months
Annual Salary: \$30,264 (plus benefits \$8,474)
Effective Date: 4/1/99
Department/Funding: Select-A-Seat/Local Funds
Duties/Responsibilities: Classified Position PCN 0682, Financial Specialist will be deleted and replaced with this position. No change in total FTEs.

Title: Safety Consultant
Type: Professional
FTE/Term: 1.0/12 months
Annual Salary: \$40,000 (plus benefits \$11,200)
Effective Date: 4/1/99
Department/Funding: Occupational Safety & Health Consultation Program/Local Funds
Duties/Responsibilities: Provides occupational safety consultation services to private employers in Idaho. Inspects work places, identifies hazards, develops safety programs and provides reports on Occupational Safety & Health Administration standards.

2.62 Academic/Instructional

Title: Post-Doctoral Researcher
Type: Academic Employee, Other
FTE/Term: 1.0/12 Months
Annual Salary: \$27,560 (plus benefits \$7,717)
Effective Date: 2/1/99
Department/Funding: Chemistry/Local Funds
Duties/Responsibilities: Research assistance

2.63 Other

Title: Office Specialist 2
Type: Classified
FTE/Term: 1.0/12 months
Annual Salary: \$18,158 (plus benefits \$6,900)
Effective Date: 4/1/99
Department/Funding: Occupational Safety & Health Consultation Program/Local Funds
Duties/Responsibilities: Provide clerical support to staff members. Professional staff has been increased to comply with federal funding guidelines.

2.8 Athletics (All Personnel Actions and Positions)**2.81 Appointments**

Frederick G. Sturm – Head Women's Volleyball Coach
FTE/Term: 1.0/12 month
Proposed Annual Salary: \$50,000 (first year of a three-year contract)
Effective Date: February 15, 1999
Department/Funding: Intercollegiate Athletics/Fiscal, Appropriated Funds

2.82 Reallocation of Positions or Changes in Salary, Rank, Title, Duties or Status

Brent Guy – Assistant Football Coach/Defensive Coordinator

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$66,500

Current Annual Salary: \$63,500

Amount & Percent: +\$3,000/4.7%

Effective Date: February 1, 1999

Department/Funds: Intercollegiate Athletics/Fiscal, Appropriated Funds

Justification: Correction to annual salary as previously reported.

2.83 Separations

Carrick, Sydney - Director Promotions, resignation effective February 5, 1999.

Rosen, Leisa - Assoc Head Coach, Women's Volleyball, resignation effective Feb 15, 1999.

Rosen, Mark - Head Women's Volleyball Coach, resignation effective February 15, 1999.

Rubio, Keith - Assistant Women's Volleyball Coach, separation effective February 1, 1999.

2.84 Additional Compensation

Boyle, Duane - Office Specialist I, additional work as Tennis Statistician, additional compensation of \$1,100.

Rosen, Mark - Head Women's Volleyball Coach, volleyball summer camp 1998 compensation of \$7,100.

PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA

2.1 Appointments/Reappointments

2.12 Academic/Instructional

Donahue, Raymon A. - Adjunct Assistant Professor

FTE/Term: 1.0/9 Months

Proposed Annual Salary: \$29,118.00

Effective Date: January 3, 1999

Department/Funding: Biological Sciences/AY/Grant Funds (65.5%) and State Funds (34.5%)

Ruppel, Kristin - Visiting Instructor

FTE/Term: 1.0/9 Months

Proposed Annual Salary: \$21,673.60

Effective Date: January 4, 1999

Department/Funding: Anthropology/AY/State Funds

Stamm, Beth Hudnall - Assistant Director/Research Associate Professor

FTE/Term: 1.0/9 Months

Proposed Annual Salary: \$60,070.40

Effective Date: January 11, 1999

Department/Funding: Institute of Rural Health Studies/AY/State Funds (75%) and Grant Funds (25%)

Werner-Leap, Kathleen - Clinical Assistant Professor

FTE/Term: 1.0/11 Months

Proposed Annual Salary: \$50,003.20

Effective Date: January 11, 1999

Department/Funding: Institute of Rural Health Studies/FY/Grant Funds

Wilmarth-Eberle, Corlene - Clinical Assistant Professor

FTE/Term: .50/9 Months

Proposed Annual Salary: \$19,801.60

Effective Date: February 1, 1999

Department/Funding: Nursing/AY/State Funds

2.13 Other

Daw, Wayne - Academic Systems Engineer

FTE/Term: 1.0/12 Months

Proposed Annual Salary: \$52,873.60

Effective Date: February 7, 1999

Department/Funding: Computing & Communications/FY/Local Funds

Leeds, Sarah A. - Research Associate

FTE/Term: 1.0/12 Months

Proposed Annual Salary: \$35,360.00

Effective Date: January 11, 1999

Department/Funding: Institute of Rural Health Studies/FY/Grant Funds

Roush, Donald E. - Outreach Programming Manager

FTE/Term: 1.0/12 Months

Proposed Annual Salary: \$32,011.20

Effective Date: February 1, 1999

Department/Funding: Museum/Natural Heritage Project/FY/Grant Funds

2.14 Technical School

Allen, Diane - Instructor

FTE/Term: 1.0/9 Months

Proposed Annual Salary: \$29,078.40

Effective Date: January 6, 1999

Department/Funding: Technical General Ed AY/State Funds

2.3 Change in Salary, Rank, Title or Duties

2.32 Academic/Instructional

Bain, Barbara A. - Change from Professor to Professor and Faculty Intern

FTE/Term: 1.0/9 Months

Proposed Annual Salary: \$54,350.40

Current Annual Salary: \$54,350.40

Amount and Percent: -0-

Effective Date: December 28, 1998

Department/Funding: Speech Pathology & Audiology (50%) and Institutional Research (50%)/AY/State Funds

Rationale: Appointment as faculty intern in Institutional Research.

Spiegel, Kathleen M. - Internship Coordinator & Assistant Professor of Medical Technology

FTE/Term: Change from 1.0 to .75/12 Months

Proposed Annual Salary: \$38,890.80

Current Annual Salary: \$48,859.20

Amount and Percent: -\$9,968.40 (-20.4%)

Effective Date: December 28, 1998

Department/Funding: Biological Sciences/FY/State Funds

Rationale: Voluntary reduction.

2.33 Other

Carter, Wayne - Change from Textbook Department Manager to Interim Bookstore Manager and Textbook Department Manager

FTE/Term: 1.0/12 Months

Proposed Annual Salary: \$36,732.80

Current Annual Salary: \$30,596.80

Amount and Percent: +\$6,136.00 (+20%)

Effective Date: March 1, 1999

Department/Funding: Bookstore/FY/Local Funds

Rationale: Interim appointment due to retirement of Manager.

2.6 Request for New Position

2.63 Other

Outreach Program Manager

Type: Non-Classified

FTE/Term: 1.0/12 Months

Annual Salary: \$32,011.20

Effective Date: March 22, 1999

Department/Funding: Museum/FY/Grant Funds

Rationale: Add' support funded by a three-year \$1.3M NSF Award to carry out the educational activities of "Treasuring Our Natural Heritage."

Retail Operations Manager

Type: Classified

FTE/Term: 1.0/12 Months

Annual Salary: \$22,817.60

Effective Date: March 22, 1999

Department/Funding: Museum/FY/State Funds (50%) and Local Funds (50%)

Rationale: Add' support required to maintain status as an AAM accredited facility.

Custodian

Type: Classified
FTE/Term: 1.0/12 Months
Annual Salary: \$13,249.60
Effective Date: April 4, 1999
Department/Funding: Student Health Center/FY/Local Funds
Rationale: Add'l custodial support due to the expansion of the Student Health Center.

2.8 Athletics

Barnum, Bruce - Assistant Football Coach

FTE/Term: 1.0/12 Months
Proposed Annual Salary: \$34,112.00
Effective Date: January 25, 1999
Department/Funding: Athletics/FY/State Funds
Rationale: Reappointment.

2.9 Other**2.91 Bonus Awards**

Evans, Charles I. - Academic Systems Analyst

Department/Funding: Computing & Communications/FY/State Funds
Bonus Amount: \$1,000.00
Justification: Meritorious performance exhibited in upgrading network software.

2.92 Emeritus

Martindale, Charlene - change from Assistant Professor/Retired to Assistant Professor/Emerita

Effective Date: May 16, 1999
Department: College of Business

PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA

2.3 Changes in Salary, Rank, Title, Duties or Status

2.34 Technical

Burton, Bruce - Workforce Training

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$42,952

Current Annual Salary: \$42,952

Amount and Percent: \$0 (+0%)

Effective Date: January 1, 1999

Department/Funding: Workforce Training/ Fiscal, Appropriated/Local/Grant Funds

Rationale: Title change from Coordinator, Industry Training TO Director, Workforce Training to reflect duties and responsibilities

2.6 Request for New Position

Title: Technology Learning Scheduler

Type: Salaried, Non-Exempt

FTE/Term: .5 FTE/12 months

Annual Salary: \$12/hr

Effective Date: February 1, 1999

Department/Funding: Extended Programs/Fiscal, Local/Grant Funds

Duties/Responsibilities: Coordinate scheduling of all credit and non-credit courses, workshops, training programs, rentals, coordinate operators for events and night time-switches

Title: Office Specialist I

Type: Classified

FTE/Term: 1.0 FTE/12 months

Annual Salary: \$7.05-10.36/hr

Effective Date: March 1, 1999

Department/Funding: Controller's Office/Fiscal, Local Funds

Duties/Responsibilities: Accounts Payable data entry, filing, matching invoices to purchase orders and reconciliation of vendor statements

LEWIS-CLARK STATE COLLEGE**MARCH 18-19, 1999**

Title: Associate Business Consultant
Type: Exempt
FTE/Term: 1.0 FTE/12 months
Annual Salary: \$14.00/hr.
Effective Date: February 1, 1999
Department/Funding: Small Business Development Center/Fiscal, Local and SBDC Funds
Duties/Responsibilities: Develop and maintain consulting service relationships with individual clients of the center as assigned by the regional director

Title: Office Clerk
Type: Classified
FTE/Term: 1.0 FTE/12 months
Annual Salary: \$5.93/hr
Effective Date: February 1, 1999
Department/Funding: AmeriCorps/Fiscal, Grant Funds
Duties/Responsibilities: provide support to program asst in performing daily office functions

Title: Event Coordinator
Type: Exempt
FTE/Term: .5 FTE/12 months
Annual Salary: \$12/hr
Effective Date: February 1, 1999
Department/Funding: Center for Arts and History/Fiscal, Local and Grant Funds
Duties/Responsibilities: Coordinate Dogwood Festival and other special events

Title: Site Coordinator
Type: Salaried, Non-Exempt
FTE/Term: .7 FTE/12 months
Annual Salary: \$7.57/hr
Effective Date: February 1, 1999
Department/Funding: Senior Nutrition/Fiscal, Contract Funds
Duties/Responsibilities: Supervise food preparation, food purchasing and sanitation/safety practices; responsible for volunteer mgmt and program records

Title: Instructor
Type: Exempt
FTE/Term: .5 FTE/10 months
Annual Salary: \$11,088
Effective Date: March 1, 1999
Department/Funding: Adult Basic Education/Learning Services, Fiscal, Grant Funds
Duties/Responsibilities: Instruction, basic skills assessment, maintenance of Individualized Education Plans (IEP's), career related activities and reports

Title: Alumni Relations Officer
Type: Salaried, Non-Exempt
FTE/Term: .5 FTE/12 months
Annual Salary: \$10,384
Effective Date: March 1, 1999
Department/Funding: Alumni/Development Office/Fiscal, Foundation Funds
Duties/Responsibilities: Assure quality and integrity of alumni records, create programs to reconnect college with all its alumni; coordinate alumni activities with development office; run Alumni Annual Fund; plan and implement local and regional alumni reunions; write and distribute the quarterly Alumni Newsletter; and support regional chapters and the Alumni Association

2.8 Athletics

Request for New Position:

Title: Women's Rodeo Coach
Type: Faculty
FTE/Term: .5 FTE/9 months
Annual Salary: \$5,000
Effective Date: February 1, 1999
Department/Funding: Athletic Department/Academic, Local and Auxiliary Funds
Duties/Responsibilities: All coaching responsibilities associated with women's rodeo program

Appointment

Fuller, Mike - Men's Rodeo Coach
FTE/Term: 1.0/9 months
Proposed Annual Salary: \$5,000
Current Annual Salary: N/A
Effective Date: December 1, 1998
Department/Funding: Athletic Department/Fiscal, Auxiliary Funds
Rationale: Men's Rodeo Coach

2.82 Athletics Supplemental Compensation

Collins, Tracy - Athletic Trainer, serve as medical coordinator for Girls Sport Camp November 2-5, 1998, for \$400.00

Collins, Mike - Cross Country Coach, \$150.00 for maintenance of fitness equipment for December and January

Tatko, Mike - Athletic Event Coordinator, serve as liaison for NYSP program \$2,500.

White, Jamie - \$2,000.00 additional duties; supervision of intramural's weight room

Yoshimura, Kip - Women's Volleyball Coach - Men's Volleyball Coach, \$2,500.00.

PERSONNEL/STUDENT AFFAIRS COMMITTEE
ROUTINE AGENDA

2.1 Appointment

2.12 Faculty

Richard Allen, Professor of Civil Engineering

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$81,993.60

Effective Date: December 1, 1998

Department/Funding: Kimberly Research and Extension Center/AY/ Agriculture Research
and Extension Appropriated Funds

Rationale: New research faculty appointment.

Ben S. Bryant, Affiliate Professor of Wood Utilization Technology

FTE/Term: 1.0/9 months

Proposed Annual Salary: None

Effective Date: February 3, 1999

Department/Funding: Department of Forest Products

Rationale: New affiliate faculty member.

Katherine M. Byrne, Affiliate Assistant Professor of Fish and Wildlife

FTE/Term: 1.0/9 months

Proposed Annual Salary: None

Effective Date: February 2, 1999

Department/Funding: Department of Fish and Wildlife

Rationale: New affiliate faculty member.

Arthur Lee, Associate Professor of Computer Science

FTE/Term: 1.0/9 months

Proposed Annual Salary: \$61,006.40

Effective Date: January 11, 1999

Department/Funding: Coll of Engineering/AY/General Ed Approp Funds and Gift Funds

Rationale: New faculty appointment.

Nora Olsen, Assistant Professor of Plant Science

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$48,152.00

Effective Date: December 9, 1998

Department/Funding: District III/FY/Ag Research and Extension Appropriated Funds

Rationale: New faculty appointment.

Glenn Shewmaker, Assistant Professor of Plant Science

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$48,152.00
Effective Date: January 4, 1999
Department/Funding: District III/FY/Ag Research and Extension Appropriated Funds
Rationale: New faculty appointment.

Steven Shook, Assistant Professor of Forest Products

FTE/Term: 1.0/9 months
Proposed Annual Salary: \$44,512.00
Effective Date: December 1, 1998
Department/Funding: Forest Products/AY/General Education Appropriated Funds
Rationale: New faculty appointment.

David Trayte, Assistant Professor of Family and Consumer Science

FTE/Term: 1.0/9 months
Proposed Annual Salary: \$38,001.60
Effective Date: January 3, 1999
Department/Funding: Dept Family and Consumer Science/ AY/Gen Ed Approp Funds
Rationale: New faculty appointment.

Terry C. Totemeier, Affiliate Assistant Professor of Metallurgical Engineering

FTE/Term: 1.0/9 months
Proposed Annual Salary: None
Effective Date: February 2, 1999
Department/Funding: Department of Metallurgical Engineering
Rationale: New affiliate faculty member.

2.13 Other

Timothy J. Donahue, Director of Capital Planning

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$73,507.20
Effective Date: March 22, 1999
Department/Funding: Capital Planning/FY/General Education Appropriated Funds
Rationale: Refill of vacant position, reorganization adding increased responsibilities.

Joy Farmer, Coordinator, University Events

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$30,264.00

Effective Date: January 19, 1999

Department/Funding: ASUI Kibbie Activity Center/FY/Auxiliary Funds

Rationale: New appointment.

Harold Gibson, Director, Alumni Relations

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$65,000.00

Effective Date: January 10, 1999

Department/Funding: Alumni Office/FY/General Education Appropriated Funds

Rationale: New appointment.

Kathryn Stewart-Williams, Foundation Seed Program Coordinator

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$36,025.60

Effective Date: November 29, 1998

Department/Funding: Kimberly Research and Ext Center/FY/Non-Appropriated Funds

Rationale: New appointment.

2.3 Changes in Salary, Rank and Duties

2.32 Faculty

Gary Machlis, Co-op Parks Unity Leader and Professor of Forest Resources

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$100,276.80

Current Annual Salary: \$96,844.80

Amount and Percent: + \$3,432.00 (+ 3.54%)

Effective Date: January 1, 1999

Department/Funding: Forest Resources/FY/Grant Funds

Rationale: Change of hourly rate per NPS contract.

Arlinda Nauman, From Director, State 4-H and Professor of 4-H Education to Interim Associate Director of Cooperative Extension and Professor of 4-H Education

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$78,041.60

Current Annual Salary: \$73,028.80

Amount and Percent: + \$5,012.80 (+ 6.86%)

Effective Date: January 3, 1999

Department/Funding: 4H Programs/FY/Appropriated Funds

Rationale: Temporary increase in administrative duties.

James Peterson, Professor of Electrical Engineer

FTE/Term: 1.0/9 months
Proposed Annual Salary: \$68,515.20
Current Annual Salary: \$65,769.60
Amount and Percent: + \$2,745.60 (+ 4.17%)
Effective Date: November 30, 1998
Department/Funding: Electrical Engineering/AY/Gen. Education Appropriated Funds
Rationale: Salary equity.

William Voxman, From Prof of Mathematics to Core Coordinator and Professor of Mathematics

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$71,936.80
Current Annual Salary: \$62,483.20
Amount and Percent: + \$9,453.60 (+ 15.13%)
Effective Date: January 10, 1999
Department/Funding: Department of Mathematics and Academic Affairs/FY/General Education Appropriated Funds
Rationale: Increase in administrative duties.

David Woodall, From Associate Dean, Director of Research and Professor of Nuclear Engineering to Acting Dean and Professor of Nuclear Engineering

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$101,774.40
Current Annual Salary: \$98,009.60
Amount and Percent: + \$3,764.80 (+ 3.84%)
Effective Date: January 1, 1999
Department/Funding: College of Engineering/FY/General Education Appropriated Funds and Grant Funds
Rationale: Temporary increase in administrative duties.

2.33 Other

Edward Ahrens, Database Administrator

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$54,704.00
Current Annual Salary: \$50,003.20
Amount and Percent: + \$4,700.80 (+ 9.40%)
Effective Date: January 10, 1999
Department/Funding: ITS Administrative Technology
Rationale: Salary equity.

Douglas Hall, From Systems Analyst to Systems Programmer Analyst, Senior

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$43,600.00
Current Annual Salary: \$39,748.80
Amount and Percent: +\$3,851.20 (+9.68%)
Effective Date: February 7, 1998
Department/Funding: Business and Accounting Services/FY/Non-Appropriated Funds
Rationale: Change from Classified Exempt to Non-Faculty exempt position due to reorganization and increase in duties.

Shelley McKie, From Training Specialist to Technical Specialist

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$33,009.60
Current Annual Salary: \$30,825.60
Amount and Percent: + \$2,184.00 (+ 7.08%)
Effective Date: January 10, 1999
Department/Funding: Caldwell Research and Extension Center/FY/Agriculture Research and Extension Appropriated Funds
Rationale: Change from Classified to Exempt position at satellite site.

Eben Sutton, From Accountant to Manager, Accounting

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$42,577.00
Current Annual Salary: \$36,192.00
Amount and Percent: + \$6,385.00 (+ 17.64%)
Effective Date: December 27, 1998
Department/Funding: Business and Accounting Services/FY/Non-Appropriated Funds
Rationale: Change due to reorganization and increase in admin. duties.

Ronald Town, From Mgr, System Services to Asst Director Accounting, Accounting Services

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$52,811.20
Current Annual Salary: \$48,006.40
Amount and Percent: + \$4,804.80 (+ 9.99%)
Effective Date: November 1, 1998
Department/Funding: Business and Accounting Services/FY/ General Education Appropriated Funds
Rationale: Change due to reorganization and increase in admin. duties.

2.6 Request for New Position**2.62 Faculty**

Associate Dean

Type: Exempt

FTE/Term: .5/12 months

Annual Salary: \$39,000.00

Effective Date: February 19, 1999

Department/Funding: College of Letters & Science/FY/General Education Appropriated Funds

Duties/Responsibilities: Due to reorganization in the dean's office, the full-time associate dean position has been divided into two positions, a College Advisor and a part-time Associate Dean position.

2.63 Other

Administrative Assistant

Type: Classified

FTE/Term: .75/10 months

Annual Salary: \$20,310.40

Effective Date: April 1, 1999

Department/Funding: Golf Course/FY/Auxiliary Funds

Duties/Responsibilities: To perform a wide variety of secretarial and accounting support functions; apply detailed program knowledge in developing and maintaining program record systems and/or in collecting information, preparing reports and providing liaison between management and other organization units; responsible for reviewing, approving and processing documents; complying with UI rules, regulations and policies and performing related work.

Golf Course Superintendent

Type: Non-Faculty Exempt

FTE/Term: .75/10 months

Annual Salary: \$30,000.00 (\$25,400.00 for 10 months)

Effective Date: April 1, 1999

Department/Funding: Golf Course/FY/Auxiliary Funds

Duties/Responsibilities: To maintain and improve the University's golf course and provide top playing conditions for patrons. Superintendent is responsible for all maintenance of golf course grounds.

Management Assistant

Type: Classified
FTE/Term: 1.0/12 months
Annual Salary: \$29,619.20
Effective Date: March 1, 1999
Department/Funding: Microelectronics Research Institute/FY/General Ed Appropriated Funds
Duties/Responsibilities: Change from a temporarily budgeted position to a permanently budgeted position.

Resident Director, Room Assignment Coordinator and Advisor

Type Non-Faculty Exempt
FTE/Term: 1.0/12 months
Annual Salary: \$22,817.60 plus apartment (\$5,280 value)
(Resident Director exemption from minimum salary level for exempt positions)
Effective Date: July 1, 1999
Department/Funding: University Residences/FY/Auxiliary Funds
Duties/Responsibilities: Responsible for room assignments and changes, resident counseling and mediating, developing and coordinating services, collecting data and developing management reports.

3. **BOARD ACTION:** Non-Routine Institution/Agency Items

It was moved by _____, seconded by _____, and carried to approve the Personnel/Student Affairs Committee Non-Routine agenda items except those listed below:

Eastern Idaho Technical College

2.1 Appointments

The EITC Advisory Council requests the State Board of Education appoint/reappoint the five (5) recommended persons, bringing the EITC Advisory Council membership to 15. The list of nominees is:

Terry Butikofer - Reappointment through January 1, 2002
Michael Clark - New Appointment through January 1, 2002
John Hanson - New Appointment through January 1, 2002
Edith Stanger - New Appointment through January 1, 2002
Ralph Steele - Replacement for Miles Willard - through January 1, 2001

It was moved by _____, seconded by _____ and carried to approve the appointments of Terry Butikofer, Michael Clark, John Hanson, Edith Stanger and Ralph Steele to the EITC Advisory Council.

Lewis-Clark State College

The following multi-year contracts should have been brought to the Board for approval in June 1998 and were inadvertently left out of our submission at that time. In addition to the standard contract, each individual received a "Contract Addendum" which is included in this agenda item.

Cheff, Edward - Baseball Coach

FTE/Term:	1.0/12 months
Proposed Annual Salary:	\$59,301
Current Annual Salary:	\$56,167
Effective Date:	July 1, 1998
Department/Funding:	Athletic Department/Fiscal, General Funds
Rationale:	Renewal of Three-year Contract as Baseball Coach
Contract:	See Agenda Pages 40-42

It was moved by _____, seconded by _____ and carried to approve/disapprove/table the multi-year contract, with addendum, for Edward Cheff, Baseball Coach, effective July 1, 1998.

Divilbiss, Michael - Women's Basketball Coach

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$37,544
Current Annual Salary: \$33,262
Effective Date: July 1, 1998
Department/Funding: Athletic Department/Fiscal, General Funds
Rationale: Renewal of Three-year Contract as Women's Basketball Coach
Contract: See Agenda Pages 43-45

It was moved by _____, seconded by _____ and carried to
approve/disapprove/table the multi-year contract, with addendum, for Michael Divibiss, Women's
Basketball Coach, effective July 1, 1998.

Pfeifer, George - Men's Basketball Coach

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$37,544
Current Annual Salary: \$35,412
Effective Date: July 1, 1998
Department/Funding: Athletic Department/Fiscal, General Funds
Rationale: Renewal of Three-year Contract as Men's Basketball Coach
Contract: See Agenda Pages 46-48

It was moved by _____, seconded by _____ and carried to
approve/disapprove/table the multi-year contract, with addendum, for George Pfeifer, Men's
Basketball Coach , effective July 1, 1998.

Picone, Gary - Athletic Director

FTE/Term: 1.0/12 months
Proposed Annual Salary: \$55,016
Current Annual Salary: \$50,947
Effective Date: July 1, 1998
Department/Funding: Athletic Department/Fiscal, General Funds
Rationale: Initial Three-year Contract as Athletic Director
Contract: See Agenda Pages 49-51

It was moved by _____, seconded by _____ and carried to
approve/disapprove/table the multi-year contract, with addendum, for Gary Picone, Athletic
Director, effective July 1, 1998.

**PERSONNEL/STUDENT AFFAIRS COMMITTEE
NON-ROUTINE AGENDA**

2.3 Reallocation of Position or Changes in Salary, Rank, Title, Duties or Status.**2.31 Administrative**

Kristine Collins – Management Systems Coordinator

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$30,264

Current Annual Salary: \$21,507

Amount & Percent: +\$8,757/40.7%

Effective Date: February 1, 1999

Department/Funds: Enrollment Services/Fiscal, Appropriated Funds

Justification: New position created to manage the admissions database.
Incumbent promoted into position from a classified technical records position. Salary is the minimum required for a professional staff position within the state system.

Dan Griep – Assistant Director, Parking Operations Manager

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$36,000

Current Annual Salary: \$16,910

Amount & Percent: +\$19,090/113.7%

Effective Date: January 11, 1999

Department/Funds: Parking and Security/Fiscal, Local Funds

Justification: New position created to manage the parking operations on campus.
Incumbent promoted into position from a classified position as parking maintenance specialist.

Sonia Leatham – Developer Analyst

FTE/Term: 1.0/12 month

Proposed Annual Salary: \$34,500

Current Annual Salary: \$24,669

Amount & Percent: +\$9,831/39.8%

Effective Date: January 11, 1999

Department/Funds: Information Technology/Fiscal, Local Funds

Justification: Promotion from a clerical position within the Office to Research Administration to an exempt position within the Office of Information Technology.

**PERSONNEL/STUDENT AFFAIRS COMMITTEE
NON-ROUTINE AGENDA**

2.1 Appointments

2.14 Technical College

Consistent with Idaho Code 33-2212, the State Board for Vocational Education may appoint an Eastern Idaho Technical College (EITC) Advisory Council consisting of not less than twelve (12) nor more than fifteen (15) persons. State Board of Education policy states that the EITC Advisory Council consists of the State Division for Vocational Education Administrator and the EITC President as ex-officio members, and other members appointed by the State Board for Vocational Education, each to a term of three years. A council member is eligible for reappointment to consecutive terms.

A slate of five (5) persons is presented by the current EITC Advisory Council to the State Board of Education in order to fill vacancies created January 1, 1999 by term completion of four Advisory Council members and the resignation of Miles Willard. The EITC Advisory Council requests the State Board of Education appoint/reappoint the five (5) recommended persons, bringing the EITC Advisory Council membership to 15. The list of nominees is:

Terry Butikofer - Reappointment through January 1, 2002
Michael Clark — New Appointment through January 1, 2002
John Hanson - New Appointment through January 1, 2002
Edith Stanger - New Appointment through January 1, 2002
Ralph Steele - Replacement for Miles Willard - through January 1, 2001

**PERSONNEL/STUDENT AFFAIRS COMMITTEE
NON-ROUTINE AGENDA**

Other

Multi-year contracts: Multi-year contracts should have been brought to the Board for approval in June 1998 and were inadvertently left out of our submission at that time. The contracts for Ed Cheff, Michael Divilbiss and George Pfeifer are renewals of previous three-year contracts. The contract for Gary Picone is his first three-year contract. He has been Athletic Director at LCSC for eight years. In addition to the standard contract form, each individual received a "Contract Addendum" which is included in this agenda item.

Cheff, Edward - Baseball Coach

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$59,301

Current Annual Salary: \$56,167

Effective Date: July 1, 1998

Department/Funding: Athletic Department/Fiscal, General Funds

Rationale: Renewal of Three-year Contract as Baseball Coach

CONTRACT ADDENDUM: EDWARD CHEFF

This contract is for the first year of a three-year (3) contract. Compensation for each of the three-year contracts (1998-99, 1999-00, 2000-01) will be negotiated separately.

In addition to your negotiated annual salary with Lewis-Clark State College, this contract includes \$3,000 as part of an agreement between Lewis-Clark State College and Louisville Slugger.

Elements of Contractual Agreement

1. Employee whose program is found in violation of National Intercollegiate Athletic Association (NAIA) or National Collegiate Athletic Association (NCAA) Division II regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NAIA or NCAA enforcement procedures.
2. Employee may be suspended for a period of time without pay, or employee's employment may be terminated if employee is found to be involved in deliberate and serious violations of NAIA or NCAA regulations.
3. Employee is required to receive, annually, prior written approval from the president and athletic director for all athletically related income and benefits from sources outside the institution.
4. Employee shall not use, directly or by implication, the institution's name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the institution's president and athletic director.
5. Employee shall at all times be subject to the State Board of Education Rules Manual and Governing Policies and Procedures Manual, Lewis-Clark State College Policies and Procedures Manual, and all conference and national association rules as they now exist.
6. Semester team GPA does not fall below three-year team GPA.
7. Annual team graduation rates do not fall below LCSC graduation rates each year.
8. Teams falling below expected performance of academic outcomes for more than two consecutive semesters will void multi-year contract of the coach.
9. If the team wins the conference and represents LCSC at the national tournament, the coach will receive a one-time bonus of \$1,000.
10. Coaches, who leave LCSC prior to conclusion of multi-year contract, will reimburse the college costs of recruiting a new coach (approximately \$3,000-\$5,000).

EMPLOYMENT CONTRACT

Edward Cheff
Baseball Coach/Assistant Professor
Athletic Department

TERM OF APPOINTMENT: Fiscal Year ☒ Academic Year ☐ Other ☐

CONTRACT PERIOD: From: 7/1/98 To 6/30/99

ON TENURE: YES ☐ NO ☒ TENURE TRACK: YES ☐ NO ☒ YEAR ☐

TYPE OF APPOINTMENT: ☐ New Appointment ☒ Reappointment
☐ Part-time Appointment ☐ Contract Change ☐ Other

FLSA: ☐ Exempt ☐ Salaried Non-Exempt Annual Salary \$59,300.80

GENERAL CONDITIONS:

This contract constitutes the agreement regarding the employee's appointment for the period indicated and the salary to be paid for services rendered. This agreement does not change and is subject to the college personnel policies set forth in the *Faculty-Staff Handbook Manual* and the *State Board of Education Governing Policies and Procedures Manual* and *Administrative Rules of the State Board of Education*.

The employee is accountable for compliance with all Lewis-Clark State College policies in the *Faculty-Staff Handbook/Policy Manual*. Special mention is made in the State Board of Education Intellectual Property and Conflict of Interest rules and with the College's Patent and Discovery Policy, #3.17, that any patentable property which is discovered during such employment but which is developed after such employment ceases will be subject to the Board's rights under said rule. The preparation of the necessary filings to protect the intellectual property covered under the terms of this agreement and the assigning of any patentable property rights to the Board or as the Board directs will also be expected.

It is a condition precedent to the existence of this contract that Technical Programs instructors secure and maintain a valid vocational education teaching certificate and other required certificates evidencing his or her compliance with applicable vocational education standards established by the State Division of Vocational Education and in keeping with conditions listed below.

In the event employees paid on an academic year basis are requested to perform additional duties during summer session, the salary provided in this contract shall be adjusted in accordance with policies and administrative rules established by the State Board of Education and the college and payment shall be made pursuant to such adjustment. If any academic year appointee fails to complete the fall and spring semesters, he or she shall be entitled to receive a prorated salary based upon the total number of working days the person actually did perform services as compared to the number of working days the person was expected to perform services.

It is further agreed that any appointee who ceases to work for the college during the term of employment provided herein and who has received more than the prorated portion of the annual salary to which that individual is entitled shall repay the excess payment to the college within thirty (30) days after the termination of service. Any employee who ceases work for the college within the first year of employment and who received an allowance for moving expenses shall repay LCSC for that allowance within thirty (30) days after the termination of employment. These provisions are applicable to persons who resign, are discharged for cause, or are granted leave of absence without pay. It does not modify sick leave benefits.

ALL CONTRACTS ARE SUBJECT TO ALL APPLICABLE POLICIES AND REGULATIONS OF LEWIS-CLARK STATE COLLEGE AND ALL APPLICABLE POLICIES AND RULES OF THE STATE BOARD OF EDUCATION. IN ADDITION, THIS AGREEMENT SHALL BE VALID AND ENFORCEABLE ONLY ON THE APPROVAL OF THE STATE BOARD OF EDUCATION PURSUANT TO ITS GOVERNING POLICIES AND PROCEDURES AND ADMINISTRATIVE RULES.

OTHER CONDITIONS:

Employment under this contract is contingent upon continued funding.

First year of a three-year contract

This agreement is void if not signed and returned to the Human Resources Office by ____ June 15, 1998_____

I accept this contract and all conditions listed.

Accepted: _____	_____
Employee	Date
_____	_____
President	Date

Divilbiss, Michael - Women's Basketball Coach

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$37,544

Current Annual Salary: \$33,262

Effective Date: July 1, 1998

Department/Funding: Athletic Department/Fiscal, General Funds

Rationale: Renewal of Three-year Contract as Women's Basketball Coach

CONTRACT ADDENDUM: MICHAEL DIVILBISS

This contract is for the first year of a three-year (3) contract. Compensation for each of the three-year contracts (1998-99, 1999-00, 2000-01) will be negotiated separately.

Elements of Contractual Agreement

1. Employee whose program is found in violation of National Collegiate Athletic Association (NCAA) regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures.
2. Employee may be suspended for a period of time without pay or employee's employment may be terminated if employee is found to be involved in deliberate and serious violations of NCAA regulations.
3. Employee is required to receive, annually, prior written approval from the president and athletic director for all athletically related income and benefits from sources outside the institution.
4. Employee shall not use, directly or by implication, the institution's name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the institution's president and athletic director.
5. Employee shall at all times be subject to the State Board of Education Rules Manual and Governing Policies and Procedures Manual, Lewis-Clark State College Policies and Procedures Manual, and all conference and national association rules as they now exist.
6. Semester team GPA does not fall below three-year team GPA.
7. Annual team graduation rates do not fall below LCSC graduation rates each year.
8. Teams falling below expected performance of academic outcomes for more than two consecutive semesters will void multi-year contract of the coach.
9. If the team wins the conference and represents LCSC at the national tournament, the coach will receive a one-time bonus of \$1,000.
10. Coaches, who leave LCSC prior to conclusion of multi-year contract, will reimburse the college costs of recruiting a new coach (approximately \$3,000-\$5,000).

LEWIS-CLARK STATE COLLEGE

MARCH 18-19, 1999

EMPLOYMENT CONTRACT

John Michael Divilbiss
Women's Basketball Coach
Athletic Department

TERM OF APPOINTMENT: Fiscal Year ☒ Academic Year ☐ Other ☐

CONTRACT PERIOD: 7/1/98 To: 6/30/99

ON TENURE: YES ☐ NO ☒ TENURE TRACK: YES ☐ NO ☒ YEAR

TYPE OF APPOINTMENT: ☐ New Appointment ☒ Reappointment ☐ Part-time Appointment ☐ Contract Change ☐ Other

FLSA: ☐ Exempt ☐ Salaried Non-Exempt Annual Salary \$37,544.00

GENERAL CONDITIONS:

This contract constitutes the agreement regarding the employee's appointment for the period indicated and the salary to be paid for services rendered. This agreement does not change and is subject to the college personnel policies set forth in the *Faculty-Staff Handbook Manual* and the *State Board of Education Governing Policies and Procedures Manual* and *Administrative Rules of the State Board of Education*.

The employee is accountable for compliance with all Lewis-Clark State College policies in the *Faculty-Staff Handbook/Policy Manual*. Special mention is made in the State Board of Education Intellectual Property and Conflict of Interest rules and with the College's Patent and Discovery Policy, #3.17, that any patentable property which is discovered during such employment but which is developed after such employment ceases will be subject to the Board's rights under said rule. The preparation of the necessary filings to protect the intellectual property covered under the terms of this agreement and the assigning of any patentable property rights to the Board or as the Board directs will also be expected.

It is a condition precedent to the existence of this contract that Technical Programs instructors secure and maintain a valid vocational education teaching certificate and other required certificates evidencing his or her compliance with applicable vocational education standards established by the State Division of Vocational Education and in keeping with conditions listed below.

In the event employees paid on an academic year basis are requested to perform additional duties during summer session, the salary provided in this contract shall be adjusted in accordance with

policies and administrative rules established by the State Board of Education and the college and payment shall be made pursuant to such adjustment. If any academic year appointee fails to complete the fall and spring semesters, he or she shall be entitled to receive a prorated salary based upon the total number of working days the person actually did perform services as compared to the number of working days the person was expected to perform services.

It is further agreed that any appointee who ceases to work for the college during the term of employment provided herein and who has received more than the prorated portion of the annual salary to which that individual is entitled shall repay the excess payment to the college within thirty (30) days after the termination of service. Any employee who ceases work for the college within the first year of employment and who received an allowance for moving expenses shall repay LCSC for that allowance within thirty (30) days after the termination of employment. These provisions are applicable to persons who resign, are discharged for cause, or are granted leave of absence without pay. It does not modify sick leave benefits.

ALL CONTRACTS ARE SUBJECT TO ALL APPLICABLE POLICIES AND REGULATIONS OF LEWIS-CLARK STATE COLLEGE AND ALL APPLICABLE POLICIES AND RULES OF THE STATE BOARD OF EDUCATION. IN ADDITION, THIS AGREEMENT SHALL BE VALID AND ENFORCEABLE ONLY ON THE APPROVAL OF THE STATE BOARD OF EDUCATION PURSUANT TO ITS GOVERNING POLICIES AND PROCEDURES AND ADMINISTRATIVE RULES.

OTHER CONDITIONS:

Employment under this contract is contingent upon continued funding.

First year of a three-year contract

This agreement is void if not signed and returned to the Human Resources Office by ____ June 15, 1998_____

I accept this contract and all conditions listed.

Accepted: _____
Employee Date

President Date

Pfeifer, George - Men's Basketball Coach

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$37,544

Current Annual Salary: \$35,412

Effective Date: July 1, 1998

Department/Funding: Athletic Department/Fiscal, General Funds

Rationale: Renewal of Three-year Contract as Men's Basketball Coach

CONTRACT ADDENDUM: GEORGE PFEIFER

This contract is for the first year of a three-year (3) contract. Compensation for each of the three-year contracts (1998-99, 1999-00, 2000-01) will be negotiated separately.

Elements of Contractual Agreement

1. Employee whose program is found in violation of National Collegiate Athletic Association (NCAA) regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedures.
2. Employee may be suspended for a period of time without pay or employee's employment may be terminated if employee is found to be involved in deliberate and serious violations of NCAA regulations.
3. Employee is required to receive, annually, prior written approval from the president and athletic director for all athletically related income and benefits from sources outside the institution.
4. Employee shall not use, directly or by implication, the institution's name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the institution's president and athletic director.
5. Employee shall at all times be subject to the State Board of Education Rules Manual and Governing Policies and Procedures Manual, Lewis-Clark State College Policies and Procedures Manual, and all conference and national association rules as they now exist.
6. Semester team GPA does not fall below three-year team GPA.
7. Annual team graduation rates do not fall below LCSC graduation rates each year.
8. Teams falling below expected performance of academic outcomes for more than two consecutive semesters will void multi-year contract of the coach.
9. If the team wins the conference and represents LCSC at the national tournament, the coach will receive a one-time bonus of \$1,000.
10. Coaches, who leave LCSC prior to conclusion of multi-year contract, will reimburse the college costs of recruiting a new coach (approximately \$3,000-\$5,000).

LEWIS-CLARK STATE COLLEGE

MARCH 18-19, 1999

EMPLOYMENT CONTRACT

George Pfeifer
Head Basketball Coach/NYSP Coordinator
Athletic Department

TERM OF APPOINTMENT: Fiscal Year ☒ Academic Year ☐ Other ☐

CONTRACT PERIOD: 7/1/98 To 6/30/99

ON TENURE: YES ☐ NO ☒ TENURE TRACK: YES ☐ NO ☒ YEAR

TYPE OF APPOINTMENT: ☐ New Appointment ☒ Reappointment ☐ Part-time Appointment ☐ Contract Change ☐ Other

FLSA: ☐ Exempt ☐ Salaried Non-Exempt Annual Salary \$37,544.00

GENERAL CONDITIONS:

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The employee is accountable for compliance with all Lewis-Clark State College policies in the *Faculty-Staff Handbook/Policy Manual*. Special mention is made in the State Board of Education Intellectual Property and Conflict of Interest rules and with the College's Patent and Discovery Policy, #3.17, that any patentable property which is discovered during such employment but which is developed after such employment ceases will be subject to the Board's rights under said rule. The preparation of the necessary filings to protect the intellectual property covered under the terms of this agreement and the assigning of any patentable property rights to the Board or as the Board directs will also be expected.

It is a condition precedent to the existence of this contract that Technical Programs instructors secure and maintain a valid vocational education teaching certificate and other required certificates evidencing his or her compliance with applicable vocational education standards established by the State Division of Vocational Education and in keeping with conditions listed below.

rules established by the State Board of Education and the college and

In the event employees paid on an academic year basis are requested to perform additional duties during summer session, the salary provided in this contract shall be adjusted in accordance with policies and administrative payment shall be made pursuant to such adjustment. If any academic year appointee fails to complete the fall and spring semesters, he or she shall be entitled to receive a prorated salary based upon the total number of working days the person actually did perform services as compared to the number of working days the person was expected to perform services.

It is further agreed that any appointee who ceases to work for the college during the term of employment provided herein and who has received more than the prorated portion of the annual salary to which that individual is entitled shall repay the excess payment to the college within thirty (30) days after the termination of service. Any employee who ceases work for the college within the first year of employment and who received an allowance for moving expenses shall repay LCSC for that allowance within thirty (30) days after the termination of employment. These provisions are applicable to persons who resign, are discharged for cause, or are granted leave of absence without pay. It does not modify sick leave benefits.

ALL CONTRACTS ARE SUBJECT TO ALL APPLICABLE POLICIES AND REGULATIONS OF LEWIS-CLARK STATE COLLEGE AND ALL APPLICABLE POLICIES AND RULES OF THE STATE BOARD OF EDUCATION. IN ADDITION, THIS AGREEMENT SHALL BE VALID AND ENFORCEABLE ONLY ON THE APPROVAL OF THE STATE BOARD OF EDUCATION PURSUANT TO ITS GOVERNING POLICIES AND PROCEDURES AND ADMINISTRATIVE RULES.

OTHER CONDITIONS:

Employment under this contract is contingent upon continued funding.

First year of a three-year contract

This agreement is void if not signed and returned to the Human Resources Office by ____ June 15, 1998 _____

I accept this contract and all conditions listed.

Accepted:

_____ Employee	_____ Date
_____ President	_____ Date

Picone, Gary - Athletic Director

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$55,016

Current Annual Salary: \$50,947

Effective Date: July 1, 1998

Department/Funding: Athletic Department/Fiscal, General Funds

Rationale: Initial Three-year Contract as Athletic Director

CONTRACT ADDENDUM: GARY PICONE

This contract is for the first year of a three-year (3) contract. Compensation for each of the three-year contracts (1998-99, 1999-00, 2000-01) will be negotiated separately.

Elements of Contractual Agreement

1. If any programs under employee's supervision is found to be in violation of National Collegiate Athletic Association (NCAA) or National Intercollegiate Athletic Association (NAIA) regulations specific to the program, employee shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA or NAIA enforcement procedures.
2. Employee may be suspended for a period of time without pay or employee's employment may be terminated if employee is found to be involved in deliberate and serious violations of NCAA or NAIA regulations.
3. Employee is required to receive, annually, prior written approval from the president for all athletically related income and benefits from sources outside the institution.
4. Employee shall not use, directly or by implication, the institution's name or logo in the endorsement of commercial products or services for personal gain without prior written approval from the institution's president and athletic director.
5. Employee shall at all times be subject to the State Board of Education Rules Manual and Governing Policies and Procedures Manual, Lewis-Clark State College Policies and Procedures Manual, and all conference and national association rules as they now exist.
6. Semester GPA for all intercollegiate athletes does not fall below three-year GPA for all intercollegiate athletes.
7. Annual graduation rates for all intercollegiate athletes do not fall below LCSC graduation rates each year.
8. Teams falling below expected performance of academic outcomes for more than two consecutive semesters will void multi-year contracts of the athletic director.
9. Fund raising efforts result in revenue no less than the average revenue raised over the previous three years.
10. Athletic Director who leaves LCSC prior to conclusion of multi-year contract will reimburse the college costs of recruiting a new athletic director (approximately \$3,000-\$5,000).

EMPLOYMENT CONTRACT

Gary Picone
Athletic Director
Athletic Department

TERM OF APPOINTMENT: Fiscal Year ☒ Academic Year ☐ Other ☐

CONTRACT PERIOD: 7/1/98 To 6/30/99

ON TENURE: YES ☐ NO ☒ TENURE TRACK: YES ☐ NO ☒ YEAR ☐

TYPE OF APPOINTMENT: ☐ New Appointment ☒ Reappointment
☐ Part-time Appointment ☐ Contract Change ☐ Other

FLSA: ☐ Exempt ☐ Salaried Non-Exempt Annual Salary \$55,016.00

GENERAL CONDITIONS:

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First year of a three-year contract

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I accept this contract and all conditions listed.

Accepted: _____

Employee Date

President Date

PERSONNEL/STUDENT AFFAIRS COMMITTEE
NON-ROUTINE AGENDA

2.3 Changes in Salary, Rank and Duties**2.31 Administrators**

Larry Branen, From Director, Institutional Planning and Budget to Director, Institutional, Planning and Budget and Interim Dean, College of Agriculture

FTE/Term: 1.0/12 months
 Proposed Annual Sal: \$120,016.00
 Current Annual Sal: \$97,718.40
 Amount and Percent: + \$22,297.60 (+ 22.81%)
 Effective Date: November 8, 1998
 Department/Funding: Institutional Planning and Budget and Agriculture/FY/General Ed Approp Funds, Ag Research and Extension Approp Funds
 Rationale: Temporary increase in administrative duties during search.

2.32 Faculty

Jo Ellen Force, From Professor of Forest Resources to Department Head and Professor of Forest Resources

FTE/Term: 1.0/12 months
 Proposed Annual Salary: \$89,003.20
 Current Annual Sal: \$56,971.20
 Amount and Percent: + \$32,032.00 (+ 56.22%)
 Effective Date: November 13, 1998
 Department/Funding: Forest Resources/FY/General Education Appropriated Funds.
 Rationale: Increase in admin duties and change from AY to FY appointment.

2.33 Other

Heidi Gropp, From Accountant to Senior Accountant

FTE/Term: 1.0/12 months
 Proposed Annual Sal: \$38,750.00
 Current Annual Sal: \$30,867.20
 Amount and Percent: + \$7,882.80 (+ 25.54%)
 Effective Date: July 13, 1998
 Department/Funding: Business and Accounting Services/FY/ General Education Appropriated and Non-Appropriated Funds
 Rationale: Change from Classified Exempt to Non-Faculty Exempt position due to reorganization and increase in duties.

Kyle Kitterman, From Accountant to Senior Accountant

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$38,750.00

Current Annual Salary: \$30,867.20

Amount and Percent: + \$7,882.80 (+ 25.54%)

Effective Date: July 13, 1998

Department/Funding: Business and Accounting Services/FY/ General Education
Appropriated Funds

Rationale: Change from Classified Exempt to Non-Faculty Exempt position
due to reorganization and increase in duties.

Terrence Quinn, From Coordinator, Systems Services to System Program Analyst

FTE/Term: 1.0/12 months

Proposed Annual Salary: \$38,750.40

Current Annual Salary: \$30,014.40

Amount and Percent: + \$8,736.00 (+ 29.10%)

Effective Date: February 7, 1999

Department/Funding: Business and Accounting Services/ FY/ General Education
Appropriated Funds

Rationale: Change from Classified Exempt to Non-Faculty Exempt position
due to reorganization and increase in duties.

4. FORUM

Presidents:

Dr. Richard Bowen, ISU
Dr. Michael Burke, NIC
Dr. James Hottois, LCSC
Dr. Robert Hoover, UI
Dr. Miles LaRowe, EITC
Mr. Jerry Meyerhoeffer, CSI
Dr. Charles Ruch, BSU

1. Discussion of Student Fee Increases for Academic Year 1999-2000
2. Budget Recommendation for FY2001
3. An Idaho Virtual University

Agency Heads:

Mr. Ron Darcy, ISDB
Mr. Peter Morrill, IPTV
Dr. Mike Rush, SDVE
Mr. Pat Young, IDVR

Faculty Presidents:

Dr. Joseph Feeley, UI
Mr. Bill Heins, LCSC
Ms. Pam Ingram, EITC
Mr. Jim Irons, CSI
Dr. Kathleen Kangas, ISU
Ms. Joyce Lider, NIC
Dr. Linda Petlichkoff, BSU

Student Body Presidents:

Ms. Heidi Barber, EITC
Mr. Jared Cox, CSI
Ms. Christine Starr, BSU
Mr. Dennis Rice, LCSC
Mr. Mahmood U. Sheikh, UI
Mr. Ben Toews, NIC
Mr. Michael Willits, ISU

1. Idaho State University General Report - Mike Willits, ASISU
2. Discussion on a Proposal to Create a Student Body Committee - Dennis Rice, ASLCSC.
(See page 55)

**Proposed: State Board of Education
 Student Affairs Committee**

Committee structure

Participants:

- State Board of Education - 1 member
- Vice President for Student Services - 5-7 from the larger institutions statewide. Service is mandatory
- Associated Student Body President - 5-7 From the larger institutions statewide. Service is mandatory

Reasons a new student Affairs Committee is needed:

1. It offers a structured mechanism that is capable of addressing the needs and concerns of students.
2. It offers a way in which these needs and concerns can be heard.
3. It increases communications between student representatives statewide.
4. It increases attendance/participation of student representatives at State Board of Education.
5. It offers a forum where universal student issues can be addressed.
6. It offers institutions a forum for addressing issues of state standardization.
7. It will substantiate a relation between the Vice President's for student Services and students.
8. It will provide a friendly forum for the exchange of useful information.
9. It provides the Associated Student Body Representatives continuity between years.
10. It will provide a forum for the development of policy/ guidelines related to student affairs.